

## Exercise Guide for PY300 VC Payroll for Agencies

VC\_V1\_100309 INSTRUCTOR



Sub Area: Payroll

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#### 2.1 – Exercise - Log on to SAP



#### Scenario

Log into the SAP training sandbox.

#### **Instructions**

- 1. Access the SAP portal as you normally would in your work environment (you may have to open a new internet browser).
- 2. Enter your own user id and password.
- 3. Click the training GUI tab.
- 4. Click Training Sandbox E1T 899. The SAP Easy Access screen displays.



- 5. On the taskbar, <u>leave open</u> the Training Center, SAP Easy Access and State of NC icons; <u>close</u> all other icons.
- 6. Click the Training Center icon on the taskbar to return to the Training Center.
- 7. Use the **Green Check** (right panel of Training Center) to let the instructor know you have successfully logged on. Instructor will clear the check after confirming that all participants have successfully logged on.

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#### 2.2 - Exercise: Display HR Master Data

#### Scenario

You have a Personnel Number and need to display other information about this employee.

#### **Instructions**

- 1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
- 2. Enter 80001039 in the **Personnel No.** field.
- 3. Click to validate your entry and display the information. The employee information is displayed in the Overview Area.
- 4. Click (Back) until you return to the SAP Easy Access screen.

#### **Ouestions**

Answer the following questions.

#### **Question 1**

What is the name of the employee?

A. Jay Lee

#### **Question 2**

What is this employee's Personnel Area?

A. 4601 Cultural Resources

- 4. Click the Training Center icon on the taskbar to return to the Training Center.
- 5. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 2.3 - Exercise: Search HR Master Data

#### **Scenario**

You need to retrieve information for Maureen Ahmed.

#### **Instructions**

- 1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE**: If the Object Manager is not displayed, click Settings>Show Object Manager to display it.)
- 2. Click Collective search help in the Object Manager.
- 3. Complete the following fields:

Field	Value
Last name	Enter Ahm*.
First name	Leave blank

- 4. Click
- 5. Double-click Maureen Ahmed's name in the hit list.

#### **Ouestions**

Answer the following questions.

#### **Question 1**

What is her personnel number?

A. 80000110

#### **Question 2**

What employee group is assigned to her record?

A. A SPA employees

- 6. Click the Training Center icon on the taskbar to return to the Training Center.
- 7. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 3.1 - Exercise: Display Employee Bank Details

#### **Scenario**

You received a call from Steven Lewis regarding his bank. He needs to verify which bank he is using for direct deposit.

#### **Instructions**

- 1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE**: If the Object Manager is not displayed, click Settings>Show Object Manager to display it.)
- 2. Click Collective search help in the Object Manager.
- 3. Complete the following fields:

Field	Value
Last name	Enter lew*.
First name	Enter ste*

- 4. Click
- 5. Double click Steven Lewis in the list to refresh the information on your screen.
- 6. On the Display HR Master Data screen enter the following:

Field	Value
Infotype	0009 for Bank Details

- 7. Select the **All** time period.
- 8. Click of to display bank details.

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# Answer the following questions. Question 1 How many bank records exist for Steven? A. 1 Question 2 What is the name of the bank he uses? A. Fidelity

#### **Question 4**

A. No

**Question 3** 

**Questions** 

Is Steven's money going into his checking or savings account?

A. Checking (Bank Control Key 01)

Does Steven have a split deposit?

- 9. Click the Training Center icon on the taskbar to return to the Training Center.
- 10. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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### 3.2 – Exercise: Display Recurring Payments/Deductions IT 0014

#### Scenario

Marvin Tillman called to ask about a recurring deduction from his paycheck. Use his HR master data to research his payments so you can return the call.

#### **Instructions**

- 1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click The Display HR Master Data screen is displayed. (**NOTE**: If the Object Manager is displayed, click Settings>Hide Object Manager to hide it.)
- 2. Click the next to the **Personnel No.** field.
- 3. Complete the following fields:

Field	Value
Last name	Enter til*.
First name	Enter mar*

- 4. Click
- 5. Double click Marvin Tillman.
- 6. Click to refresh the information on your screen.
- 7. On the **Display HR Master Data** screen enter the following:

Field	Value
Infotype	0014 for Recurring Payments/Deductions

- 8. Select the **All** time period.
- 9. Click display an overview list.

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#### **Questions**

Answer the following questions.

#### **Question 1**

How many recurring payments/deductions exist for Marvin Tillman?

A. 1

#### **Question 2**

What are they and what are the amounts?

A. \$50 Cell phone supplement

10. Click the Training Center icon on the taskbar to return to the Training Center.

11. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 3.3 - Exercise: Display Additional Payments IT 0015

#### **Scenario**

Ervin Santiago received \$75 extra in his pay. He called agency HR/Payroll to ask why the additional funds appeared in his pay. Use his HR master data to research this so you can return his call.

#### **Instructions**

- 1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click The Display HR Master Data screen is displayed. (**NOTE**: If the Object Manager is displayed, click Settings>Hide Object Manager to hide it.)
- 2. Click the next to the **Personnel No.** field.
- 3. Complete the following fields:

Field	Value
Last name	Enter san*.
First name	Enter erv*

- 4. Click
- 5. Double click Ervin Santiago.
- 6. Click **v** to refresh the information on your screen.
- 7. On the **Display HR Master Data** screen enter the following:

Field	Value
Infotype	0015 for Additional Payments

- 8. Select the **All** time period.
- 9. Click display an overview list.

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#### **Questions**

Answer th	he follo	wing q	uestions.
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#### **Question 1**

What is the reason Ervin got an extra \$75 in his pay?

A. Incentive pay

#### **Question 2**

For how long will he receive this amount?

A. One time

10. Click the Training Center icon on the taskbar to return to the Training Center.

11. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 4.1 – Exercise: Display Payroll Results – PC\_PAYRESULT

#### Scenario

You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

#### **Instructions**

- 1. Start from the **Easy Access Menu**. In the Command Field, enter **PC\_PAYRESULT** and click and click . The **Display payroll results** screen is displayed.
- 2. Click next to the Personnel number field to enter a multiple selection. The **Multiple Selection for Personnel number** pop up displays.
- 3. Click in the first single value field.
- 4. Complete the following fields:

Field	Value
Last name	Enter san*.
First name	Enter erv*

- 5. Click
- 6. Choose Ervin from the list and click
- 7. Click in the next open single value field.
- 8. Complete the following fields:

Field	Value
Last name	Enter <i>lee</i> *.
First name	Enter jay*

- 9. Click
- 10. Choose Jay from the list and click
- 11. Click in the next open personnel number field.
- 12. Complete the following fields:

Field	Value
Last name	Enter <i>lew</i> *.
First name	Enter ste*

13. Click

14. Choose Steven from the list and click ...

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15	5. Click (Copy). The screen returns to the Display payroll results screen with the
	three employees' names and numbers. (NOTE: Only the first number in your list is
	shown.)

- 16. Click display the names in the selection area of the screen.
- 17. Double click Ervin Santiago from the list on the left side of the screen. His Payroll Results information will display on the right.
- 18. Select the row (Pmt date 04/30/08) and click of tables.
- 19. Click the WPBP Table row and click display the information.
- 20. Click to go back one screen.
- 21. Click the RT Table row and click to display the information.
- 22. Press the back arrow to go back one screen.
- 23. Click to go back one screen.

#### **Questions**

Answer the following questions.

#### **Question 1**

Display Jay Lee's April 08 pay information and look at the RT table. What were his total gross wages?

A. \$6,300.00

24. Click the Training Center icon on the taskbar to return to the Training Center.

25. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 4.2 Exercise: Off-Cycle Workbench - History – PUOC\_10

#### **Scenario**

You need to answer some questions regarding an employee's April 2008 pay. Complete the following steps with your instructor.

#### **Instructions**

- Start from the Easy Access Menu. In the Command Field, enter PUOC\_10 and click
   The Off Cycle Workbench screen is displayed.
- 2. Click the next to the **Personnel No.** field.
- 3. Complete the following fields:

Field	Value
Last name	Enter til*.
First name	Enter mar*

- 4. Click
- 5. Double click Marvin Tillman.
- 6. Click to display payroll history
- 7. Highlight the line containing the payroll information you need to view.
- 8. Click Rem. statement to view results for that payroll.
- 9. Click to go back one screen.
- 10. Click Print list to view the Payroll history screen.
- 11. Click **©** to go back one screen.
- 12. Choose another line, if needed.

#### **Ouestions**

Answer the following questions based on the April 2008 payroll for Marvin Tillman.

#### **Question 1**

What is the net pay?

A. \$2,421.69

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#### **Question 2**

What is the total deduction amount?

A. \$270.39

#### **Question 3**

What period does the April 2008 payroll cover?

A. April 1 to April 30

#### **Question 4**

How was this person paid, direct deposit or check?

A. Direct deposit (scroll all the way to the bottom of the Rem. Statement to see)

13. Click the Training Center icon on the taskbar to return to the Training Center.

14. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### 4.3 Exercise: Wage Type Reporter – PC00\_M99\_CWTR

#### **Scenario**

You need to answer some agency-specific questions regarding retroactive payroll changes based on timesheet changes.

#### **Instructions**

- Start from the Easy Access Menu. In the Command Field, enter PC00\_M99\_CWTR and click
   The Wage Type Reporter screen is displayed.
- 2. Click to get the list of variants.
- Select the variant SAP&HR\_CH:Wage Type Capitulation.
   NOTE: If the "Variant Created by" field has an entry, delete it and press THE Copy button. Then repeat step 3.
- 4. Complete the following fields:

Field	Value
Personnel Area	4601
Payroll Area	01 (in the Payroll Period area of the screen)
Period Selection	Select <i>Other Period</i> from the list.
Payroll Period/Payroll	04 2008
Year	

5. Click to run the report.

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#### **Questions**

Answer the following questions:

#### **Question 1**

What is the total wage type calculation for the Cultural Resources (PA 4601)?

A. \$77,694,681.35

#### **Question 2**

What is the total amount of wage type 1000 (Regular Salary) personnel area NC01 (7-day norm)?

A. \$4,545.42

- 6. Click the Training Center icon on the taskbar to return to the Training Center.
- 7. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### Instructor Demonstration: Payroll Journal – PC00\_M10\_CLJN

#### **Scenario**

Use the PC00 M10 CLJN transaction to review changes based on timesheet changes.

#### **Instructions**

- 1. Start from the **Easy Access Menu**. In the Command Field, enter **PC00\_M10\_CLJN** and click . The **Payroll Journal** screen is displayed.
- 2. Click to get the list of variants.
- 3. Select the variant **ZPROD-MONTHLY**
- 4. The Payroll Area field will default to 01 (Monthly).
- 5. Select Other Period, Type 04 2008 in the Other Period fields.
- 6. Click Further selections . The Choose Selections screen will display.
- 7. Select Personnel Number, Business Area, and Payroll Area under the Selections Fields Column. Use the arrow to push to the left.
- 8. Click .
- 9. Type 4601 (Cultural Resources) in the Personnel Area field.
- 10. Clear the box next to Print Only Totals Sheets.
- 11. Click Delimitation Sequence screen will display.
- 12. Select Company Code and Personnel Subarea under the Possible Delimitation Criteria Column.
- 13. Use the arrow to push to the right. Click . The Options screen appears.
- 14. Verify the Options screen and click <a></a>.
- 15. Click to run the report.

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#### Questions

Answer the following questions:

#### **Question 1**

What personnel subareas are displayed on the report?

A. NC01, NC04

#### **Question 2**

What is the total for personnel area 4601 Total Gross Wages.?

A. \$2,551,434.15

16. Click the Training Center icon on the taskbar to return to the Training Center.

17. Use the **Green Check** (right panel of Training Center) to let the instructor know you have completed the exercise. The instructor will clear the check after confirming that all participants have finished.

This exercise is complete.

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#### **4.3**– Exercise – Course Evaluation



1. Open a new internet browser and type the url:

#### http://rod.sumtotalsystems.com/beacon

- 2. At the Log On screen, enter your full email address and password. If you cannot log into LMS, unmute your telephone and let the instructor know. The instructor can reset your password if you have forgotten it.
- 3. Click Logon.
- 4. On the blue horizontal bar near the top of your screen, click **Learn**, and then click **Learning Activity Evaluations**.
- 5. Locate the evaluation that corresponds to the class you've just completed and click the **Start** button to launch it.
- 6. Complete the evaluation.
- 7. Click the Training Center icon and then click the green check to let the instructor know you have completed the evaluation.

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